

# Refuge



**For women and children.  
Against domestic violence.**



**Refuge Worker  
Applicant Information Pack**

## **Introduction from the CEO**

Thank you for your interest in working for Refuge.

We have a diverse team of incredible people who work together to provide an inclusive approach to ensure that every woman who needs support when facing domestic abuse, receives it.

We do this through a combination of frontline services offering immediate safety and support to women and their children. We also lead vital work to influence and change policies and practices that impact women and girls and use public engagement and campaigning to help change societal attitudes and norms.

We know that domestic abuse will never end until it is recognised by society as the crime that it is, and there is an understanding that it is underpinned by misogyny. We will not stop until we are able to challenge and shift harmful societal attitudes as well as drive policy and practice change that is needed to end Violence Against Women and Girls (VAWG). It is only then that women and children will be free to live their lives in safety, with control over their choices and without fear.

Whatever your role at Refuge, you will have the opportunity to grow and develop as part of an amazing diverse and inclusive team of inspirational and talented people who provide vital and specialist services to women and children when their lives are in crisis. This is not always easy work, but it is essential, it is lifesaving, and it is life changing. So, whether you work directly with clients, behind the scenes, or represent Refuge to the outside world, you will be an integral part of what we do.

We look forward to receiving your application.

**Abigail Ampofo**  
**Interim CEO**





We want kind and empathic people to work at Refuge, who believe in equality, diversity, and inclusion, are experts in their area of knowledge, want to make a positive difference and improve the lives of the women and children we support.

This is an opportunity to join Refuge as a Refuge Worker to provide high quality support and safety planning to women and children in crisis. This includes enabling women to access housing, welfare, benefits and legal advice. A key requirement is to provide personal welfare support and to ensure that women are provided with a safe, supportive and welcoming environment in accordance with Refuge's philosophical principles.

Please note that this post is restricted to women due to the nature of the role. The Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies.

As part of this role, you will be required to participate in an out-of-hours on call rota. An enhanced DBS will also be required for the successful applicant.

A driving license and access to a car is essential to the role.

**Salary**

£25,104 per annum

**Employment term:**

This post is Permanent, Full Time, 37.5 hours per week.

**Location:**

Derby City

**Closing Date**

09.00 am on 2<sup>nd</sup> September 2024

**Interview Date**

11<sup>th</sup> and 12<sup>th</sup> September 2024

## **Employment Terms**

### **Salary**

The annual full-time salary for this role is £25,104 per annum.

Refuge is an accredited Living Wage Employer. This means that every member of staff working here will earn a real Living Wage. The real Living Wage is higher than the government's minimum, or National Living Wage, and is an independently calculated hourly rate of pay that is based on the actual cost of living. We voluntarily choose to pay the real Living Wage because we believe that a hard day's work deserves a fair day's pay.

### **Days and hours of work**

The contracted hours of work are 37.5 hours per week, from Monday to Friday. This is exclusive of an unpaid lunch for every full day worked.

### **Probation**

All appointments are subject to satisfactory pre-employment checks, further details will be provided when an offer of employment is made. The probation period for this post is 6 months.

### **Annual Leave**

Annual leave allowance is 28 days per annum plus public holidays, rising to 30 days following completion of five years' service at the start of the annual leave year. Annual leave for part-time roles is pro rata.

### **Pension**

Refuge operates a qualifying salary sacrifice pension scheme with Aegon.

### **Employee Benefits**

Refuge offers a variety of exciting opportunities to learn, develop and grow in your career. We recognise the value everyone brings to the organisation in achieving our aims, and we are dedicated to developing and rewarding our staff.

We offer all our employees a competitive benefits package including:

- Competitive salary
- Clinical supervision for all staff
- Confidential support and advice service via an employee assistance programme available 24 hours a day which provides support on a range of work and personal issues
- Enhanced sick pay leave which increases with length of service
- Excellent sector leading maternity, adoption, parental and paternity pay and leave
- Generous life cover scheme valued at four times individuals' salary and covers death in service subject to insurers approval
- Eye care e-Voucher scheme
- Cycle to Work scheme
- Discounted membership with PureGym
- Access to Perkbox providing discounts to employees on a wide range of activities and online purchases
- Opportunity to join our wide range of Equality Network Groups
- Access to free Will writing service
- The ability to apply for flexible working from day one. There will be space to discuss flexible working at interview

- Interest free loans to purchase season tickets for travel to work and/or to pay deposits to secure rented accommodation, and for professional qualifications

### **Training and Learning**

We are committed to supporting a culture that enables all staff to achieve their full potential by providing a range of professional and personal development opportunities including access to a wide range of e-learning resources.

## **JOB DESCRIPTION**

<b>Job Title</b>	<b>Refuge Worker</b>
<b>Directorate</b>	<b>Service Delivery</b>
<b>Reports to</b>	<b>Deputy Manager</b>
<b>Location</b>	<b>Derby</b>
<b>Direct Reports</b>	<b>N/A</b>
<b>Working hours</b>	<b>37.5 hours per week. Some on-call work required (evening and weekends).</b>
<b>Working pattern</b>	<b>9.00am – 5:30pm, Monday – Friday</b>

### **Key Accountabilities**

- To provide practical and emotional support to survivors of domestic violence and other forms of violence and abuse in accordance with Refuge's philosophical principles. This will include conducting key work sessions on a regular basis and keeping casework records up to date.
- To welcome new residents, explain and arrange for them to sign occupancy agreements, ensuring that they are aware of their options for moving on to more permanent accommodation and to develop a proactive move on strategy for individual residents.
- To collect rent payments promptly, record properly, and bank within agreed timescales.
- To ensure that rooms becoming vacant are re-let as soon as possible, taking all appropriate steps to enable new referrals into the service.
- To establish the risks to, and the needs of survivors of, domestic violence and their children through assessing their practical and emotional support needs throughout their stay at the refuge.
- To develop individual support and risk management plans which address the risk of harm to survivors of domestic violence and other forms of violence and abuse and their children, and to ensure that such plans are in place for each resident.
- To ensure that any issues in relation to safeguarding children or vulnerable adults are brought to the immediate attention of the service manager, or if unavailable another manager.
- To work in partnership with other agencies and to advocate for survivors to ensure their needs are met.
- To assess benefit requirements of women escaping domestic violence and other forms of violence and abuse and to ensure prompt take up of housing and other benefits.
- To ensure that survivors are aware of their rights to legal protection for themselves and their children, arranging for the provision of legal advice as required and accompany women to appointments if appropriate.
- To recognise, respect and address the needs of service-users who face particular barriers when seeking help to access the service, including those from different ethnic and cultural backgrounds, LGBT communities, disabled people, women with complex needs and other hard to reach groups.
- To be an ambassador for Refuge, working in partnership with other agencies to ensure an effective, coordinated community response to survivors of domestic violence and other forms of violence and abuse and their children.
- To work within Refuge's quality management system following all policies and procedures.
- To provide statistical monitoring or reports as required.
- To ensure that the views and experiences of women and agencies are sought actively, recorded carefully, and inform the development of the service.
- To report any problems/difficulties/complaints to the services manager and participate in follow up investigations as required.

- To maintain confidentiality and to ensure that professional boundaries are observed when working with residents, staff and external bodies and to work within Refuge's Code of Conduct.
- To participate in the on-call rota, providing 24-hour support over 7 days, to ensure effective out of hours coverage of the service

### **General responsibilities**

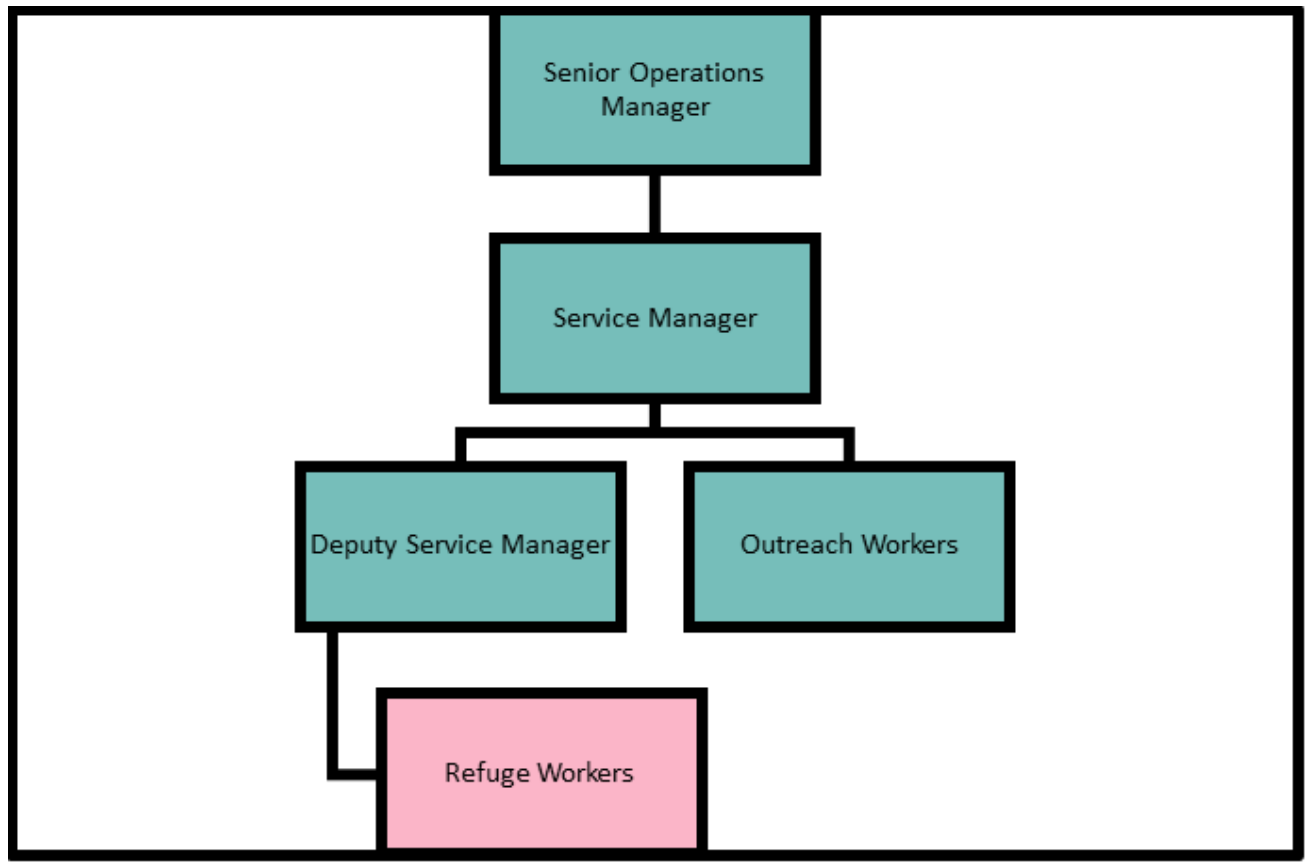
- To maintain the security and well-being of survivors of domestic violence and other forms of violence and abuse and their children within the premises, and to communicate immediately with the Services Manager any breaches of security, house rules or occupancy agreements especially where there is concern about safety.
- To control access to the refuge when on duty and remind residents to keep the building secure when staff are not present.
- To check efficient working of any entry phone and CCTV systems daily.
- To ensure that security of sensitive information is maintained and complies with the requirements of the Data Protection Act 2018.
- Managing health and safety
- To support the management of health, safety and security within a refuge, including carrying out and recording regular fire and health and safety checks, ensuring that fire equipment and fire doors are in working order and not obstructed.
- To ensure that all equipment provided by Refuge is in safe working order and that periodic testing and maintenance is carried out.
- To ensure that the accommodation is always attractive and comfortable and that a good standard of hygiene is maintained in the refuge. To carry out cleaning and other light manual duties when required.
- To arrange and supervise contractors, carrying out maintenance, window cleaning and cleaning of communal areas.
- Managing self
- To promote and support equality and empowerment within all areas of work.
- To represent and be an ambassador for Refuge, working in partnership internally and externally with other agencies to ensure an effective coordinated community response to survivors of sexual violence and their children.
- To develop and maintain positive, collaborative working relationships with all Refuge staff both locally and across the wider organisation, being committed as part of the team to providing a high level of support to survivors.
- To actively participate in Refuge's performance management processes including regular supervisions and development. (Please note this will involve travel to London)
- To actively role model and display behaviours that reflect Refuge's Values and Behaviour Framework.

This post is restricted to women due to the nature of the role. The Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies.

We are committed to safeguarding therefore we expect all staff and volunteers to share this commitment. As part of this commitment, we undertake basic disclosure checks (DBS) in accordance with the DBS Code of Practice for all roles. We undertake an enhanced DBS check for our roles working directly with survivors.

It is essential to the development of Refuge's service delivery that the post holder can respond flexibly to changes in the requirements of this post. This job description is therefore a guide and not an exhaustive list of all responsibilities the postholder may have over time.

## Team Structure Chart





### **Who Are We Looking For?**

For us it is important that you are passionate, committed and care about the work Refuge undertakes. Not all roles require previous experience in the Violence Against Women and Girls (VAWG) sector. You may be able to bring relevant experience from another industry or transferable skills from a different type of role or volunteering/community experience.

For us, a role description is a useful guide. But please don't discount yourself if you feel you don't meet all the criteria and believe you have the potential. Above all we value individuals who are committed to working hard but looking after yourself, flourish in an inclusive environment and want to make a positive difference to the communities we support.



## **Person Specification**

### **Experience, Knowledge & Qualifications**

- Knowledge and understanding of the gendered nature of Refuge Worker
- In depth knowledge and understanding of the issues facing women who have experienced domestic violence and abuse and/or sexual violence.
- An understanding of the impact of multiple, intersecting oppressions (e.g., sexism, racism, homophobia, ableism, etc) and the consequent barriers for some survivors of domestic abuse to accessing services.
- Knowledge of options for and rights of women experiencing DVA and proven ability to use in casework, including knowledge of relevant legislation relating to DVA.
- Knowledge and understanding of trauma and trauma symptoms
- Experience of providing direct, emotional, practical and welfare support
- Experience of building and maintaining partnerships with other agencies
- Experience of working in a residential setting/ refuge/or any other domestic violence setting.al training in a range of gender violence issues

### **Skills**

- Ability to work under pressure
- Ability to plan own workload, to manage time effectively and to deal with changing and competing demands
- Ability to think creatively and show initiative
- Ability to communicate sensitively with women who may be distressed
- Ability to establish and maintain appropriate boundaries when working with women who are experiencing crisis
- Ability to communicate effectively with a range of professionals
- Excellent verbal and written communications skills including report writing and presentation, and including excellent spelling, punctuation, and grammar
- Ability to maintain effective administrative and monitoring systems
- Proficient in word-processing, spreadsheets, and databases, preferably using Microsoft Windows
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### **Personal Qualities**

- An interest in and commitment to the long-term success and development of Refuge
- Acts as a role model for the organisation with integrity and a demonstrable commitment to upholding professional standards
- Demonstrates passion and approaches all work in an enthusiastic way
- Commitment to follow the policies, procedures and philosophical principles of Refuge and a strong commitment to feminism, empowerment, support and equality which underpin all of the work undertaken by Refuge

## An Inclusive Workplace for All

- Our vision is to have a workforce that is reflective of the communities we serve; therefore, we actively encourage and welcome applications from candidates of diverse cultures, perspectives and lived experiences.
- We are committed to challenging the inequalities of society and will continue to learn and grow as an organization to ensure that we provide an inclusive and welcoming environment for all.
- We understand that people have personal lives, and these can sometimes impact on their time and availability. We will be as flexible as we possibly can be in terms of supporting staff to balance their work and their personal lives. If you need flexibility within your working hours, working pattern or location then do let us know and if the role and team can support that request, we will do what we can to support you.
- We are proud to have been awarded Disability Confident Employer. Refuge is aware that individuals with disabilities, or long-term health conditions or are D/deaf or neurodivergent are underrepresented in the sector. Refuge is committed to doing what we can to support our employees.
- We committed to paying a competitive salary for the sector because we want to help break the poverty cycle and reduce social economic barriers to those working within the sector. This is reflected in our commitment to the Show the Salary pledge and #Nongraduateswelcome and being an Accredited Living Wage employer.
- We understand that individuals who are Black, Asian and ethnically diverse are often underrepresented within the sector therefore we have signed up to the VAWG Anti-Racism charter, we have an EDI Steering Group and equality, diversity and inclusion training.
- We have created a [Respect Charter](#) to complement our values to support our EEDI journey in creating an inclusive and respectful environment both within Refuge and beyond.
- Furthermore, we have seven Employee Network Groups providing a safe space for staff to share their lived experiences and to challenge us as an organization to do better.

These groups are:

- Mental Health and Wellbeing
- LGBTQI+ Shine
- Anti-Racism
- Allies
- Families
- Women's
- Disability and Neurodiversity Matters

## How To Apply

### Key Information and Deadlines

To apply please access our online application form via our website:

<https://refugecareers.ciphr-irecruit.com/Applicants/vacancy>

**Applications must be completed and submitted by 9.00am on 2<sup>nd</sup> September 2024**

- If you have any questions or want to discuss the post before applying, please contact us via email to [recruitment@refuge.org.uk](mailto:recruitment@refuge.org.uk)
- You can also find out more information about Refuge at [www.refuge.org.uk](http://www.refuge.org.uk)

**Interviews to take place on 11<sup>th</sup> and 12<sup>th</sup> September 2024 via Microsoft Teams.**

### Completing your application form

What matters most to us when recruiting new members to join the Refuge team, is the inclusive attitude and relevant experience you will bring to the organisation and the role, and how you will support our values of: *A FEMINIST FORCE FOR GOOD, NEVER SHY AWAY, BUILD IT TOGETHER, SHOW WE CARE, LEARN EVERY DAY*. The full values can be downloaded from our [website](#)

Please note that we do not accept CVs for this job vacancy and all applications must be submitted via our online application form. The application process will require you to complete various sections of the application form. It is important that you complete all sections. Please do indicate N/A (not applicable) should some areas of the form not apply to you.

Your Supporting Statement section of the application form describing your skills and experience against the job description and person specification, will also be used to determine who to invite for an interview. Therefore, please do give clear examples of how your skills and experience are relevant to the job you are applying for, and how and where you have used them. Your Supporting Statement should not exceed a maximum of 800 words.

For example, this can be:

- Relevant experience from your present or previous jobs.
- Skills and experience gained from community or voluntary work, work experience, leisure interests and activities in the home.
- Education and the training you have received.

We would like to thank you in advance for expressing an interest in working for Refuge. We look forward to receiving your application.

### Applications from Refuge Service Users and Survivors

Former Refuge service users and other survivors supporting Refuge in its external work including for fundraising, policy, media and press can apply for all externally advertised job vacancies.

Survivors that are currently using our services cannot apply for Refuge job vacancies. This restriction is for the survivor's safety and to ensure there is no conflict of interest.

A confirmation of a conditional job offer to a former service user will be subject to a risk assessment. Where significant risks to Refuge and other service users cannot be mitigated, we may not be able to make a conditional offer of employment. If successful in securing the role, their data on Impact will be protected.

### **Our commitment to inclusive recruitment**

Our People and Culture team will remove your name, address and date of birth before forwarding your information for shortlisting. Your education is only considered if it is a requirement of the role.

We want Refuge to be an organisation that is reflective of the society we are based in, therefore, we are committed to growing our diverse workforce. The information you provide on the diversity monitoring form is confidential and helps the People and Culture team to understand where you would have seen the role and how we may need to do better in ensuring everyone who wants to work for Refuge is aware of the opportunities as they arise.

### **Other information**

Safeguarding is vital to our work, and we strive to prevent harm and promote and protect the welfare and safety of all adults and children that come in contact with the organisation. We have a collective responsibility to take a do no harm approach by prioritising the safety and wellbeing of the women and children accessing our services, as well as ensuring a duty of care to our staff and volunteers.

As part of this responsibility, we undertake basic disclosure checks (DBS) for all roles in accordance with the Codes of Practice and in line with our Recruitment of Ex-Offender and Disclosure Barring Services Checks Policy, and for our roles working directly with survivors, at an enhanced level check. Applicants are encouraged to apply for job vacancies, having a spent or unspent conviction will not automatically exclude you from being offered the role. If you are successful in securing the role, we will hold an open and measured discussion about any convictions that might be relevant to the role. Our Recruitment of Ex-Offender and Disclosure Barring Services Checks Policy is available to applicants on request.

### **Data Protection Act**

Refuge is committed to protecting your privacy. Information provided by you in your application form will be kept for the purposes of monitoring. It will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, relevant information will be taken from this form and used as part of your human resources record. All personal information that you supply to us as part of your application will be processed in accordance with prevailing UK Data Protection legislation.

By submitting your completed application form you are consenting to your personal data being used and held as described above.

Please ensure that the information you give to us is correct and that you let us know of any changes immediately.

